

VALLEY VIEW CLUB
WEDDING or WEDDING RECEPTION
CLUBHOUSE/GROUNDS RENTAL AGREEMENT

MEMBERS AND Immediate FAMILY MEMBERS RATES:

- Day Before Rental for Setup: \$125
 - Day of Event \$250
 - Day After Event 7:00--11:00a.m. for cleanup \$75
 - Damage Deposit \$200*
 - In addition, a CLEANUP Deposit of \$75.00 is also required*
 - \$75 Bartender Fee (1 bartender per 75 people) during winter hours Oct. 15-Apr. 15 if you want a bartender(s) on duty
 - Additional \$75 for 2nd bartender required for more than 75 people, regardless of time of year
 - \$50 for Wedding Ceremony held anywhere on Valley View property
- Total: _____

NON-MEMBERS AND INACTIVE MEMBER RATES:

- Day Before Rental for Setup: \$150
 - Day of Event \$300
 - Day After Event 7:00--11:00 a.m. for cleanup \$100
 - Damage Deposit \$200*
 - In addition, a CLEANUP Deposit of \$75.00 is also required*
 - \$75 Bartender Fee (1 bartender per 75 people) during winter hours Oct. 15-Apr. 15 if you want a bartender(s) on duty
 - Additional \$75 for 2nd bartender required for more than 75 people, regardless of time of year
 - \$50 for Wedding Ceremony held anywhere on Valley View property
- Total: _____

*Deposits will be held until the event is over and will be returned after inspection for damage and/or cleanup.

ALL LIQUOR MUST BE PURCHASED THROUGH THE LOUNGE.
Any special requests such as Champagne must be made at least two weeks in advance.

If food is needed, or you have any questions, please contact Tracie at Valley View at (309) 937-3938.
Payment must be received in order to guarantee date. If there is a question concerning the Damage and/or Cleanup Deposit, it will be brought before the board of directors at their monthly meeting.

Please fill out and return the confirmation below with your deposits to Valley View Club, C/O Tracie Coziahr, P. O. Box 157, Cambridge, IL 61238 at least 30 days prior to rental date.
RENTAL IS NOT OFFICIAL UNTIL RENTAL FEE IS RECEIVED.

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NAME _____

ADDRESS _____

PHONE # _____

DATE OF EVENT _____ TIME OF EVENT _____

TIME NEEDED IN CLUBHOUSE _____

NUMBER OF PEOPLE EXPECTED _____

Member of Valley View _____ Not a Member of Valley View _____

*Members and Non-members are expected to clean the facility and leave it as it was found.

***A CLEAN UP LIST IS POSTED IN THE KITCHEN & A CHECKLIST WILL BE GIVEN TO RENTER DAY OF EVENT.**

***If the list is not completed the cleanup deposit will be kept.**

PLEASE WRITE 3 SEPARATE CHECKS:

RENTAL FEE + Optional BARTENDER FEE	\$ _____
DAMAGE DEPOSIT	\$200.00
CLEANUP DEPOSIT	\$75.00

SIGNATURE _____ DATED _____

**VALLEY VIEW CLUB
CLUBHOUSE RENTAL RULES**

**CLEAN UP MUST BE DONE SAME DAY AS RENTED, Unless
you rented the day after, as well!**

1. Vacuum all carpeted floors. Vacuum is in lounge closet. Move chairs and sweep under tables. For stain removal – Carpet Cleaner located under kitchen sink.
2. Linoleum mopped. Mop & bucket in club room closet.
3. All tables & counters wiped off and **returned to original position.**
4. Leave in place the two tables with no chairs used for serving tables.
5. Remove all decorations, including tacks, tape, etc.
6. Kitchen floor mopped and counters cleaned off.
7. All trash placed in gray wooden container located on east side of clubhouse.

If any of these items are not done, the cleanup deposit will be kept.

Please bring your own kitchen towels, as they are not provided.

If you have any questions, call Tracie Coziahr at Valley View Club (309) 937-3938.

THANK YOU!

I have read and understand all the above rental rules regarding the use of Valley View Clubhouse.

Signed _____ Dated _____